



PRESENTERS OF THE 2006 ACTE
PRE-CONFERENCE WORKSHOP
Saturday July 15, 2006
(in alphabetical order)

Helen Bootsma
Education Program Director
Development and Innovations
Career and Technical Education Unit
602-542-5963
Helen.Bootsma@azed.gov

Helen is the Director of CTE Program Development and Innovations group. The group provides leadership for secondary accountability & program improvement and postsecondary accountability & collaboration. Helen also annually negotiates the levels for performance measures with the Office of Vocational and Adult Education. In addition, Helen is leading CTE Strategic Goal #3 which states that Arizona will institute a system of technical assessments for CTE. Helen also contributes to the Arizona high school renewal initiative including academic integration in innovative high skill CTE programs. Helen's entire group provides services that focus on effective CTE programs that prepare students for workforce success and continuous learning.

Tammie Chavez
Contract Management Specialist
Grants & Management Information Services Team
Career and Technical Education Unit
602-542-3839
Tammie.Chavez@azed.gov

Tammie is your first contact regarding the Grants Management Enterprise System. Her responsibilities include the financial portion of the following federal grant applications: Carl Perkins Basic, Tech Prep, Statewide Leadership, Corrections and Nontraditional; as well as Learn and Serve - Arizona Adult, Youth and Capacity Building. She also handles amendments and completion reports for these grants and can answer questions concerning cash management for federal projects and state Priority Programs.





Della Hofer
Enrollment Specialist
Grants & Management Information Services Team
Career & Technical Education Unit
602-542-5711
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Della is a member of the Management Information Systems team, CTE Unit, and is a Block Grant/Priority Funding Specialist. She interacts with districts, providing technical assistance in resolution processes for challenges encountered with certification issues, or longer term or unique issues, regarding reporting data in the state Enrollment reporting cycles. She also provides technical assistance on an individual basis, over the telephone or on a one on one basis at the district, with an "Enrollment Reporting Overview" presentation. This technical assistance is available to those district people involved in this reporting process, to enhance the understanding of the interrelationship of these Enrollment reports, and the sequence and complexity of this yearlong process.

Rose Hurwitz
Education Program Specialist
Federal Vocational Programs Team
Career & Technical Education Unit
602-542-5075
Rose.Hurwitz@azed.gov

Rose is an Education Program Specialist in the Federal Vocational Programs unit that administers the Basic Grant. Rose has Basic Grant responsibility for 21 school districts throughout the state including the Arizona Department of Juvenile Corrections. She provides technical assistance in the development of the Basic Grant application for Carl Perkins federal funds usage, assists districts in completing the application, reviews, modifies and recommends for approval the completed applications and amendments. She provides technical assistance to districts in responding to state and federal requirements regarding Perkins legislation, vocational CTE special populations, and overall vocational CTE program improvement as well as monitors the Basic Grant funding and related compliance issues.





Donna Kerwin
Information Technology Specialist
Grants & Management Information Services Team
Career & Technical Education Unit
602-542-7881
Donna.Kerwin@azed.gov

Donna is your first contact regarding the Performance Measures Online System and all Enrollment Funding. Her responsibilities include the Funding Reports for Enrollment, Placement and Concentrator Reports, Course Enrollment and Program Enrollment Reports, and all data-entry issues - including all record layouts and text files. All electronic data processing questions regarding Enrollment, Placements or Concentrators should be directed to her. She can provide technical assistance in all areas of online web access, problems with our online systems, and data corrections.

Penny Legge
Accountability Specialist
Development and Innovations
Career and Technical Education Unit
602-364-2470
Penny.Legge@azed.gov

Penny works with data submitted to CTE for the calculation of Performance Measures. You will see Penny during the summer if you are in need of Proactive Technical Assistance or if your data indicates a need for a Data Quality Review. Penny analyzes data during the year and provides statistics for use in reporting to Districts and Local Educational Agencies, CTE Management Team, ADE Management, and to the Federal Government (USDOE). If you have questions that relate to district data, you can call Penny.





Jeanne Roberts
Education Program Specialist
Federal Vocational Programs Team
Career & Technical Education Unit
602-364-2211
Jeanne.Roberts@azed.gov

Jeanne is a member of the Federal Vocational Programs team and is a Basic Grants specialist for 25 school districts throughout the state. She provides technical assistance to districts assisting them to adequately respond to state and federal requirements regarding Carl Perkins legislation, CTE special populations and overall CTE program improvement. She is responsible for providing technical assistance to eligible districts in the development of the Basic Grant application for Carl Perkins federal funds usage, assisting districts in completing the application, and then reviewing, modifying and approving completed applications and amendments. She provides technical assistance and monitors funding and related compliance issues. Jeanne is also the State MOA (Methods of Administration) Coordinator.

Nancy Ryan-Schmidt
Supervisor, CTE Financial Services
Grants and Management Information Services Team
Career and Technical Education Unit
602-542-3823
Nancy.Ryan-Schmidt@azed.gov

Nancy is the Supervisor of Career and Technical Education Financial Services. She oversees Tammie Chavez and Kathy Butts who are your first contacts for your state and federal basic grants, and she manages the Department of Education's Career and Technical Education administrative budgets. Because she has worked with the Grants Management Enterprise System extensively, she is a solid backup should you have questions concerning your grants when Kathy and Tammie are not available.





Jet Wilson
Enrollment Specialist
Grants & Management Information Services Team
Career & Technical Education Unit
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Jet is responsible for notifying all districts of their 40th Day and 100th Day Course Enrollment and end of year Program Enrollment submission due dates to CTE, as well as, logging and processing all data submissions for Course and Program Enrollment and logging Concentrator and Placement reports. Jet also, maintains all district record files and current district contact lists and notifies the Basic Grant contacts and State Supervisors on district schedules for reporting. Jet is responsible for updating the Electronic Reporting section of the Handbook every two years, as well as, notifying districts of updates throughout the year.

Jet offers technical assistance, over the phone or in person, at Local Directors meetings and through training presentations and computer lab workshops throughout the year.

Jet Wilson and Della Hofer are the Enrollment Specialist Team.

